



Serving Penobscot, Piscataquis and Hancock Counties

The Career Advisor

News about careers in *your* community

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Greetings,

As a current or former participant in one of Eastern Maine Development Corporation's workforce development programs you are receiving our e-newsletter. It's meant to provide an additional way to keep you up-to-date on our programs and to provide you with information and resources that you may find helpful as you - or others that you know - are working toward your career or employment goals .

Each issue of The Career Advisor highlights topics important to your job search and career development. You'll also find notices of upcoming workshops, events and community resources as well as success stories of participants like you.

We hope you find this newsletter of value and that you share the information with others you believe might need the types of services or assistance EMDC's programs provide. We'd love to hear from you about what you'd like to see in future issues of The Career Advisor. You can reach us by email at info@emdc.org or by phone at 561-4050.

Thank you.

Jon Farley

Director of Economic and Workforce Services

Taking It to the Next Level:

How activities not directly related to your job search might help you find success.

Volunteer

Volunteering in your community not only helps out those less fortunate, but can also be a valuable networking and career exploration tool:

* If, for example, you always thought about working as a carpenter

because you enjoy doing projects at home, volunteer at Habitat for Humanity, see what a large scale operation looks and feels like, and help someone fulfill their dream of home ownership. It's a win-win!

* Other volunteers are often community leaders who are happy to share their expertise, perhaps connect you with a job lead or write a letter of recommendation.

* Some volunteer opportunities may even lead to a paid position within the organization.

* Volunteer service can be a great way to highlight experience on job resume.

For volunteer opportunities, the Maine Commission for Community Service (<http://maineservicecommission.gov/>) is a great resource, with a link to Volunteer Maine on their homepage.

Thea Day, Director of Social Services at the Salvation Army in Bangor, does a wonderful job coordinating local volunteer efforts and can be contacted at Thea.Day@USE.SalvationArmy.Org.

Another local contact is the United Way of Eastern Maine:

<http://www.unitedwayem.org/content/4076/volunteer>

Job Seeker Tips of the Month:

Interviewing Tips

- Research the company ahead of time. Know their mission statements, current goals and any current news.
- Have an elevator pitch ready to go. You don't need to recite it verbatim, but the information should flow naturally into any conversation when asked about your skills, strengths, weaknesses, accomplishments, or goals.
- Dress for the position to which you are applying. If you are interviewing to work in a healthcare environment, don't wear open toed shoes. If you land a great interview with the accounting firm you've been applying to for the past three months, find (buying used or borrowing from a friend is always an option) a suit and tie.
- Practice, practice, practice. And then practice some more.
- Be positive. Negativity is off-putting in any situation, but can really sink an interview. Be creatively optimistic (while maintaining honesty) about any challenges in your work history.
- Smile (but not excessively as that may draw unintended

conclusions).

For more information, check out the following link:

<http://jobsearch.about.com/od/interviews/tp/jobinterviewtips.htm>

EMDC's On-the-Job Training Program

Business Partner: Wesmac Boats

EMDC's Workforce Development program often partners with area businesses to provide hands-on training opportunities for our customers. WESMAC Custom Boats, Inc. in Surry worked with EMDC last year to provide training opportunities for 3 workforce customers. The story of that partnership is below.

In January 2013, an EMDC Career Advisor and Business Counselor met Steve Wessel and Linda Greenlaw Wessel, owners of WESMAC Custom Boats, Inc. EMDC Business Services worked with the owners on a business plan to expand their operations which would result in the hiring of new employees. As part of EMDC's workforce/business model, several meetings and tours took place to better understand WESMAC's workforce needs.



Like many employers, WESMAC was having difficulty finding quality employees with the qualifications and skills necessary for this specialized industry. With EMDC's help, utilizing OJT funds, WESMAC was able to hire and train new employees who were ready to go to work.

Wesmac owners Steve Wessel and Linda Greenlaw Wessel

OJT Summary

- WESMAC successfully hosted 3 OJT employees;
- WESMAC has been excellent in providing open lines of communication and coordinating site visits for EMDC staff;
- WESMAC continues to connect with EMDC as they have workforce needs;
- OJT trainees are now full time and gainfully employed. These employees could not say enough positive about their training or the work environment and team at WESMAC;

Here's what some of the program participants had to say about the experience.

Michael: *"Great, wonderful learning experience!"*

Joelle: *"This was an adjustment. I had no experience. It was a challenge and I had to stay focused. I enjoy working here, every day I learn something new!"*

Corey: *"[I] learned that no boat builder has the same procedure; learned patching, in depth laminating and refurbishing damaged parts. I really liked the hands on learning!"*

Co-Owner, Linda Greenlaw: *"On-the-Job-Training is important. Education is so expensive and it is important to develop successful training programs such as this. I am happy with the quality of trainees and the program!"*



EMDC OJT participants, Michael, Joelle and Corey "On the Job"

If you're interested in taking part in an On-the-Job Training experience, contact your Career Advisor. You can learn more about EMDC's OJT program on our website, www.emdc.org under the Employment & Training tab.

Did You Know...

Five of Maine's top economists were recently interviewed and they all expressed optimism for the 2014 Maine job market, with 3,000-5,000 jobs added. For info, you can read the full article [here](#).

Customer Success Story

Each month, The Career Advisor will share the story of one of our customers who participated in the Workforce Investment Act (WIA) program. EMDC staff work closely with the business community, local agencies, and educational institutions to help our customers with training needs and through the job search process.

Our goal is to help you find the job and career that helps you meet your goals.

Roberta

Roberta came to EMDC last fall. She had been out of work for a year and half and had a background in medical records, business administration and marketing. Roberta had been getting initial interviews, but no calls backs. She came to one a Tuesday information session (1 p.m. at the Bangor Career Center), after learning about EMDC at an unemployment meeting at the Career Center, looking to channel her positive attitude, work experience and potential into a career. She filled out an initial application, met with a career advisor and created an employment plan.

Since her most recent position was a medical records and release of information specialist, and she had excellent communication, organizational and financial planning skills, she knew her focus while working with EMDC would be updating her resume and interviewing practice. She also wanted to check that her computer skills were up-to-date, so she attended one of EMDC's Computer Literacy workshops.

EMDC holds employer panels that allow customers to meet representatives (usually HR managers) from local companies, ask questions, and learn current tips and tricks for applying and interviewing. Roberta attended a session that included an HR manager from St. Joseph's Hospital, who recommended volunteering at the hospital as a way to get a foot in the door. Roberta arranged to do just that and interviewed with the Volunteer Coordinator. Shortly thereafter, she met the HR manager from St. Joseph's (the one who attended the EMDC workshop) at a career fair. Roberta mentioned that she had followed her advice and signed up for a volunteer session. The HR manager was impressed. Roberta was called for an interview with the Health Information Management Department. Roberta still reported back to the Volunteer Coordinator for orientation.

After practicing with a few mock interviews, Roberta felt confident going into the real deal with St. Joseph's. Since she had completed her job logs, her career advisor was able to advocate on her behalf. About a week after her interview, Roberta was offered the position of Health Information Technician, starting at \$10.51/hour. The part time position was guaranteed 20 hours a week, but Roberta's supervisor told her upfront that almost 40 hours a week were not only possible, but the norm.

Congratulations, Roberta!

If you'd like to learn more about how EMDC's Workforce Program can help you be successful in learning new skills and reaching your career goals, contact us at 561-4050 or email Nancy McKechnie at nmckechnie@emdc.org

Upcoming Workshops

Space is limited for workshops. Early registration is recommended. All workshops are free for Workforce customers.

Workforce Development Workshops **Interviewing Techniques**

This workshop will discuss the DOs and DON'Ts of interviewing; various interviewing formats and useful techniques. Interviewing packets and sample questions will be provided.

Thursday January 30; 9:00 a.m.-10:30 a.m.

Sign up today by emailing Amanda Grant: agrant@emdc.org

Customer Service Training

Quality Customer Service is in high demand and short supply. This workshop will be facilitated by a Customer Resources Manager from a local business.

Thursday February 13; 9:00 a.m.-10:30 a.m.

Sign up today by emailing Amanda Grant: agrant@emdc.org

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